

Position Description

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| Agency | Department of Foreign Affairs and Trade, Australian High Commission |
| Position Number | NU0004 |
| Title | Accountant and Human Resources Manager |
| Classification | LE5 |
| Salary | AUD19,847 per annum |
| Section | Corporate Services |
| Reports to (title) | Senior Administration Officer & Consul |

About the Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the role

Working under the general direction of the Senior Administration Officer (SAO), the Accountant and Human Resources (HR) Manager provides high-level budget, financial processing and management services for the Australia High Commission (AHC). In addition, the position is responsible for managing and undertaking personnel and human resource functions, and performing cashier services.

The key responsibilities of the position include, but are not limited to:

- Prepare and analyse financial reports, track and maintain the AHC's budget, and investigate and report any issues identified
- Implement and safeguard internal financial controls to ensure the compliance and integrity of financial processes in consultation with the SAO
- Manage accounts payable, receivable and cashier functions, ensuring deposits and reimbursements are reconciled in financial statements
- Liaise and network with a range of stakeholders, including key bank personnel, to ensure the effective management of official bank accounts
- Manage travel related tasks, including calculating and processing travel requisitions and acquittals, and provide travel policy advice to staff
- Conduct monthly checks of fleet vehicle running sheets, certify documentation and undertake cost recovery action for usage under Service Level Arrangements
- Coordinate and manage asset purchasing, maintenance and disposal
- Respond to high-level financial and HR enquiries from a range of internal and external stakeholders
- Manage Locally Engaged Staff (LES) personnel records, including attendance records and leave balances, process fortnightly salary payments and calculate quarterly accruals

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- Manage LES recruitment processes, provide advice and support to stakeholders, oversee on-boarding and orientation processes, and coordinate mandatory training
- Liaise closely with key Government of Nauru stakeholders, conduct research and provide policy advice to management on changes to local labour laws
- Oversee the implementation and ongoing management of Nauru Super for LES
- Provide support and advice to supervisors and LES on performance management
- Supervise and mentor junior staff, and coordinate team workflows and outcomes
- Make recommendations and contribute to the streamlining of financial and HR processes to achieve efficiencies
- Act as back-up Property Officer as required

Selection Criteria

- Experience with responsibilities listed in the position description, and/or knowledge in accounting/finance, human resource management or a related field. Relevant tertiary qualifications are desirable.
- Ability to manage competing priorities under pressure, meet deadlines and work in a team environment.
- High-level IT skills, including financial packages and Microsoft Office (experience with SAP, PeopleSoft, Excel and TM1 would be an advantage).
- Excellent oral and written communication skills in English and Nauruan.

Other requirements

- The successful candidate will need to be able to obtain satisfactory outcomes from pre-employment police and medical checks.
- A valid driver's licence with a good driving history.